

## Amazon Business Accounts

Amazon has contacted schools in Derbyshire inviting them to sign up for a free Amazon Business account (eProcurement system).

Schools are reminded that wherever possible the Authority's SAP OrderPoint system should be used to purchase goods and services. The benefits of using OrderPoint are:

- Orders are automatically committed to the budget improving the monitoring process;
- The order is forced down the correct authorization route;
- It can improve compliance with the requirement to ensure payments are made within 30 days of the invoice date.

The OrderPoint system cannot be used to raise orders from Amazon; the two systems are incompatible.

The requirements of Financial Regulations and Procedures must be observed at all times and Amazon should only be used where it is demonstrated that goods/services can be purchased cheaper or where the product is not available on OrderPoint. Where Amazon is used, schools should consider setting up a Business Account and the Head Teacher must ensure that:

- School debit cards are used as the preferred payment method and users (apart from administrators) should not be given rights to change the method of payment;
- Debit cards must only be used by the authorized signatory named on the card;
- Card details should not be retained by an online website, if this is unavoidable then the cardholder must be the only person who authorizes transactions on that website;
- Debit cards must not be used to enter into an on-going (recurring charge) agreement e.g. subscriptions;
- The delegated spending limits set-up in the Amazon account should be consistent with the School's agreed limits for debit card point of sale transactions and not in excess of the delegated limits approved by the Governing Body. Where cardholders do not have a delegated spending limit approved by the Governing Body, a signed order form must be completed to demonstrate that prior approval has been obtained;
- Segregation of duties should be maintained within the process. The following duties must not be completed by the same person:
  - Ordering of goods and services (Finance Assistant, School Business Officer, (Heads of Departments in secondary schools);
  - Receipt of goods and services (School Business Officer/Clerical staff);
  - Authorising orders or invoices for payment (Head Teacher, Deputy Head Teacher or Senior Teacher);
- The shipping/delivery address is set as the School address. The requisitioner should not be given the facility to change the shipping/delivery address;

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- As soon as an order has been placed a commitment should be recorded to ensure the accuracy of budget monitoring reports;
- Obtain VAT receipts for all purchases and ensure the VAT element is reclaimed where necessary.

Staff are reminded that all purchases using School debit cards must be made in accordance with the School's approved financial policies and procedures, including the dedicated Debit Card Policy.